

# Jasper Fire Department Fire Safety Plan



## **Fire Safety Plan for Construction, Renovation and Demolition Sites**

### **Background Information**

National Fire Code – 2019 Alberta Edition (NFC – 2019(AE)): NFC – 2019(AE) Division B, Section 5.6 requires a Fire Safety Plan for all construction, renovation and demolition sites.

### **Division B, Section 5.6**

This Section applies to the fire safety for buildings, parts of buildings, facilities, adjacent buildings or facilities, and associated areas undergoing construction, alteration or demolition operations.

### **Division B, Section 5.6.1.3.(1):**

Prior to the commencement of construction, alteration or demolition operations, a Fire Safety Plan, accepted in writing by the fire department and the authority having jurisdiction, shall be prepared for the site.

### **The Fire Safety Plan:**

It will be site-specific and may be reviewed at any time by the authority having jurisdiction (Jasper Fire Department – Fire Safety Codes Officer (SCO Fire)). The Fire Safety Plan should be reviewed and updated as the construction site progresses. As a representative of the owner, the Contractor is responsible for the Fire Safety Plan until occupancy. The owner, developer or contractor responsible for a construction or demolition site must develop a Fire Safety Plan acceptable to a SCO-Fire.

A Fire Safety Plan must address, in a manner acceptable to the SCO-Fire, all topics (applicable to the site) covered in each of the perspective Articles in Section 5.6 of the NFC – 2019(AE). ***It is required that a Fire Safety Plan be accepted in writing by the Fire Department and the Authority Having Jurisdiction.***

### **A Fire Safety Plan:**

- Shall be submitted for review and acceptance.
- Shall be accepted prior to construction or demolition, including renovations.
- Must conform to the requirements of the NFC – 2019(AE).
- Shall be complete; blank sections will result in a rejected Fire Safety Plan.

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**If certain provisions in this plan do not pertain to your site, please enter “NOT APPLICABLE or N/A” in the initial section. Details for any provision applicable to your site MUST be included in this plan.**

This information is being provided for the construction industry. It is an aid in preventing injury and fires in and around construction sites and addressing life, property, and fire safety issues. Keeping in mind, it is the sole responsibility of the owner or representatives of the owner to:

- Be aware of all regulations within the jurisdiction.
- Carry out or make provisions to adhere to the codes and standards applicable to their project or business.

## **What happens if I do not provide a Fire Safety Plan?**

It is unlawful to start construction, renovation, and demolition without a fire safety plan. If you begin without a plan, you may be ordered to stop work, remove work already done, or prosecuted.

## **Requirements for Fire Safety Plan for Construction, Renovation or Demolition (Small Buildings)**

- |                                  |                                                                             |
|----------------------------------|-----------------------------------------------------------------------------|
| No Fire Safety Plan required     | - Under \$5 000.00                                                          |
| Small Buildings Fire Safety Plan | - Over \$5 000.00                                                           |
| Small Buildings Fire Safety Plan | - Housing and Small Buildings (ABC Part 9)                                  |
| Small Buildings Fire Safety Plan | - Unoccupied building                                                       |
| Small Buildings Fire Safety Plan | - Buildings under 600m <sup>2</sup> or 3 stories or less in building height |

Customized Fire Safety Plan submitted to the Fire Department for approval for all other projects

**Please submit your completed fire safety plan to Parks Canada and the Municipality of Jasper at the time of building permit application.**

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## Fire Safety Plan

A Fire Safety Plan should include but is not limited to, the following information. Please check off all applicable provisions and provide additional detail where required for your specific Fire Safety Plan. All applicable provisions must be adhered to. Construction sites may be inspected for compliance at any stage of construction. The accepted Fire Safety Plan shall be posted on-site and intended for use by your contractors, subcontractors, and site personnel.

### Section 1: Project Information

**Building Name:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Anticipated Start Date:** \_\_\_\_\_

**Description of Project:**

### Contact Personnel

Provide a list of name (s) and telephone numbers of persons to be contacted during non-operating hours or in emergency situations (24-hour contact).

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## Section 2: Fire Safety Plan

### 1. In the Event of an Emergency:

Initials

- a. Start an emergency evacuation by using one of the following:
  - (i) pull the fire alarm
  - (ii) 3 long blasts on an air horn
- b. Notify the Fire Department (call 911).
- c. Shut off all equipment if it is safe to do so.
- d. All people use the safest emergency exit and go to the muster point.
- e. Fire Wardens confirm that all people are out of the building.
- f. Only try to stop the fire if it is very small and you are trained to use a fire extinguisher.

### 2. Preparing for An Emergency:

Initials

- a. Ensure signs are in place to show how to exit each floor and how to exit the building. All exit signs are easy to see.
- b. A muster point sign is located away from the work site.
- c. A current list of workers is in a known location on the site.
- d. Assign Fire Wardens for different trades or worker groups. Fire wardens will be the first contact to meet the Fire Department and provide them with information such as the location of the incident, the name of the person responsible for the site, that all personnel are accounted for, etc.)
- e. At least one exit is always available on every floor.

### 3. Training on Emergency Procedures

Initials

- a. Workers and visitors know the location of emergency exits and muster points.
  - i. Muster Point Location: \_\_\_\_\_
- b. All workers are trained on confining, controlling and extinguishing a fire.
- c. A list of instructions tells workers what to do when an alarm is sounded. The list is posted in a known location.
- d. Talk about fire safety at safety meetings.
- e. Do fire drills, if needed.

### 4. Construction Site Set Up

Initials

- a. Place combustible materials in safe places in buildings and around the site.
- b. Remove garbage to reduce the amount of combustible material on site.
- c. Keep the site clean and clear to reduce the amount of combustible material on site.

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- d. Move hoarding made of combustible materials away from heaters.
- e. Park vehicles away from the Fire Department vehicle's access routes.
- f. Smoking is not allowed in hazardous areas or near flammable materials.
- g. Ensure proper security is in place when workers are offsite.
- h. Ensure water for firefighting is available when combustible materials are on site.

## 5. Access for Emergency Crews

- a. Emergency crews can easily find the site address.
- b. Always keep emergency access routes, hydrants, fire department connections, and standpipes clear.
- c. Keep a 6.5 feet (2 metres) area clear around hydrants at all times.
- d. Keep access to fire extinguishers clear at all times.
- e. Keep stairs or elevators clear for firefighters to access all floors affected by the project.

Initials

## 6. Portable Fire Extinguishers

- a. Check that extinguishers have been serviced and tagged by a certified agency within the past year.
- b. Place extinguishers rated as 4-A:40-B:C:
  - (i) near exits on every floor
  - (ii) within 75 feet (23 metres) of every part of the work area
  - (iii) inside storage areas for combustibles or flammable materials, liquids or gases
  - (iv) near hot works operations, including hot tar pots
  - (v) near gas or propane-powered equipment
- c. Place extinguishers rated as 3-A:20-BC on all forklifts, scissor lifts or other mechanized construction equipment.

Initials

## 7. Dangerous Goods Storage Areas

*Dangerous goods are flammable or combustible liquids and compressed gases.*

Initials

- a. Dangerous goods are locked, vented, and labelled with official signs (placards) when stored.
- b. Store dangerous goods away from exits and exit routes.
- c. Store dangerous goods to protect them from vehicle traffic.
- d. Secure cylinders with a chain or strap in an upright position.
- e. Store cylinders a minimum of 10 feet (3 metres) from combustible materials.
- f. Place a current list of dangerous goods in a known location.

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## 8. Hot Works

Initials

*Hot works is the burning, welding, or heating of a material. Hot works includes any activity that can create heat and possibly cause a fire or explosion. Activities include: cutting, welding, thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipes, and applying roofing or membrane adhesive bonding with torches.*

- a. Hot works must be done by trained or certified workers in a properly ventilated space.
- b. Place fire extinguishers rated as 4-A:40-BC nearby.
- c. Remove all combustible and flammable materials, dust or residue.
- d. Close all openings in walls, floors or ceilings with non-combustible materials to reduce the risk of sparks or open flames reaching combustible materials.
- e. Before starting hot works, stop any other work that can cause a fire or explosion hazard. This includes work that creates flammable gases, vapours, or combustible dust or fibres.
- f. Place hot tar pots away from combustible materials. Ensure hot tar pots are only used by trained workers with fire extinguishers located nearby.

*When combustibles or flammable materials are located within 50 feet (15 metres) of the hot works and are not able to be removed:*

- g. Protect combustible and flammable materials located within 50 feet (15 metres) of the hot works. Cover materials in non-combustible material, or make sure they are completely wet.
- h. Do a continuous fire watch during the hot works and for at least 1 hour after the hot works are complete. The person doing the fire watch must have a fire extinguisher (or fire hose) and be trained on how to use it.
- i. Add more people to the fire watch if the first person doing the watch cannot see the hot works and combustibles at the same time.
- j. Do a final inspection of the area 4 hours after the hot work is complete or a more comprehensive inspection after the 1-hour fire watch is complete.

## 9. Construction in An Occupied Building

Initials

- a. The occupied part of the building is separate from the construction. The separation has a fire-resistance rating of 1 hour or better.
- b. Construction is complete in the occupied areas, including the exits and access to exits. All doors, self-closing devices, guards, and handrails are in place.
- c. Protect people in the building from falling objects.

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## 10. Shutting Down a Fire Protection System

*Fire protection systems include fire alarms, sprinklers and standpipe systems. Allow fire protection systems to stay on whenever possible.*

Initials

- a. Provide a fire watch when systems need to be shut down, and people are in the building.
- b. The person doing the watch must tour the occupied areas at least every hour. The fire watch must be documented.
- c. Ensure the person doing the watch has the ability to contact the Fire Department and alert people in the building

## Emergency Numbers:

<b>Police, Fire, Ambulance</b>	<b>911</b>
<b>Gas</b>	<b>780-852-2131</b>
<b>Water</b>	<b>780-852-1562</b>
<b>Power</b>	<b>1-800-668-2248</b>

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## Section 3: Acknowledgement

I confirm that:

I will use my best efforts to obey the standards listed above as they relate to my project.

I will share the information above with all others involved in the project, such as the property owner, building permit holder, constructor, and all trades and services.

I understand that Jasper Fire Department may conduct inspections at any time during construction.

I understand that if my project does not meet the National Fire Code - Alberta Edition, the Jasper Fire Department has the authority to close my work site.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This Fire Safety Plan has been designed and submitted by:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Approved by:**

X  
\_\_\_\_\_

Jasper Fire Department  
Chief, Deputy Chief, or Captain of Prevention